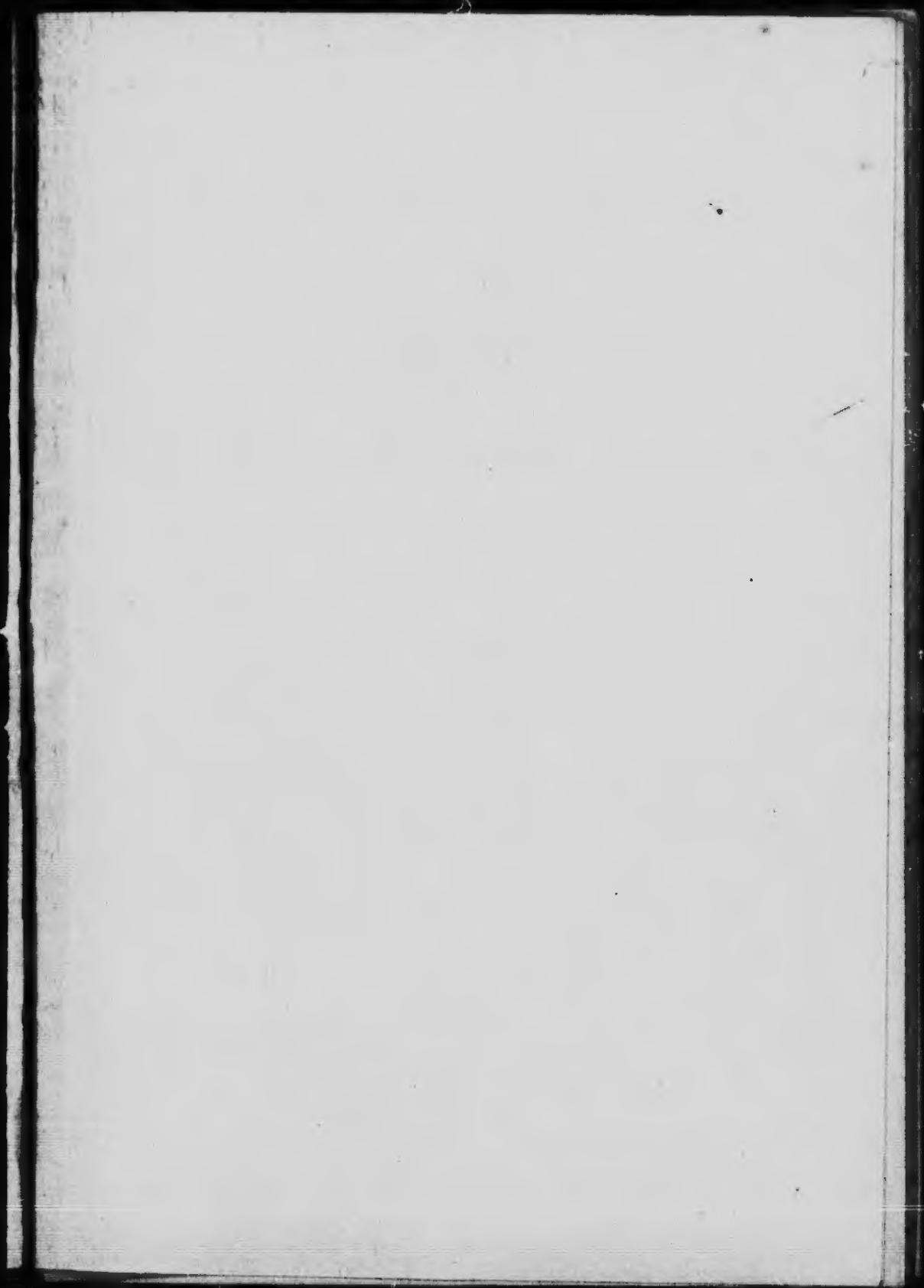


**RULES & REGULATIONS**

**OF THE**

**CITY OF OTTAWA**

**PUBLIC SCHOOL BOARD**



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# **RULES & REGULATIONS**

OF THE

**CITY OF OTTAWA**

**Public School Board**

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*Adopted January 6th, 1916.*

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**OTTAWA, 1916**

RULES & REGULATIONS

CITY OF NEW YORK

Public Service Board

1916 No annual marks

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## BY LAW COMMITTEE

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On November 5th, 1914 the following motion was adopted:

Moved by Trustee Kirby, seconded by Trustee Haydon, that Trustees Cowling, Ingram, Rogers and the mover and seconder be appointed a Committee to revise the Rules, Regulations and By-laws of the Board.

At the first meeting of the Committee Trustee Kirby was elected Chairman. On January 6th, 1916, the Committee presented their Report which was adopted with certain amendments, when it was moved by Trustee Kirby seconded by Trustee Guppy, that the Report of the Committee on Rules and Regulations as amended in Committee of the whole be adopted, and that all former Rules and Regulations of the Board be repealed.—Carried.

It was also moved by Trustee Watson seconded by Trustee Macnab that the Committee on Rules and Regulations be empowered to have them printed in suitable form.—Carried.

## ANNUAL REPORT

### OFFICERS OF THE BOARD

1916.

Harry J. Guppy, Esq. .... Chairman.

Crawford Ross. .... Secretary-Treasurer.

Dr. J. H. Putman. .... Senior Inspector.

Dr. E. T. Semon. .... Junior Inspector.

W. B. Garcock. .... Supt. of Buildings.

James Thorne, B.A. .... Clerk of Supplies.

Geo. H. Rice. .... Assistant Secretary.

## CHAIRMEN OF THE BOARD

From 1850 to 1916 inclusive.

ALEXANDER WORKMAN.....	1850, 1851, 1852, 1853
DR. A. BEAUBIEN.....	1854
JAMES COX.....	1855
RODERICK ROSE.....	1856, to 1862 (inclusive)
JAMES D. SLATER.....	1863, to 1870 "
HIRAM ROBINSON.....	1871, to 1890 "
JOHN I. MACCRACKEN.....	1891, 1892
WM. C. BOWLES.....	1893, 1894
GEO. S. MAY.....	1895, 1896
JAMES A. PARR.....	1897, 1898
F. G. BENNET.....	1899, 1900
W. J. KIDD, B.A.....	1901, 1902
GEO. H. BOWIE.....	1903
HORACE O. E. PRATT, B.A.....	1904
S. McCLENAGHAN.....	1905
Lt.-COL. WM. P. ANDERSON, M. INST. C.E., F.R.G.S.....	1906
Lt.-COL. W. G. HURDMAN.....	1907
T. SIDNEY KIRBY.....	1908
Lt.-COL. WM. WHITE, C.M.G.....	1909
W. J. FAIRBAIRN.....	1910
CHAR. MACNAB.....	1911
ROBERT INGRAM.....	1912
Lt.-COL. J. A. ARMSTRONG, D.D.S.....	1913
W. E. GOWLING.....	1914
D. M. CHAMBERS.....	1915
HARRY J. GUPPY.....	1916

## T R U S T E E S

From 1850 to 1916.

Abbot, Francis	1854,	1857-69
Adams, James		1863-64
Alexander, Henry		1870-71
Anderson, Lt.-Col. Wm. P.		1900-11
Armstrong, Edward		1858-59
Armstrong, John A.		1896-99
Armstrong, Dr. John A.		1906-16
Atkins, John		1850
Baldwin, S. W. H.		1879-88
Barber, E. C.		1871-82
Barielle, John		1856
Baubien, Dr. A.	1851, 1854-56	1853
Beaubien, Cleophas		
Bedard, W. G.		1875-76
Belford, J. A.		1914-15
Bennet, F. G.		1894-1902
Birkett, Thos.		1869-1872
Blyth, John R., Jr.		1882- 83
(1) Binks, Wm.		1910-11
Birch, Collar S.	1910-11-12-18-16	
Bott, Chas. J.		1910-13
Bowie, Geo. H.		1899-1904
Bowie, Geo. S.		1895
Bowles, Wm. C.		1899-99
Breadner, R. W.		1905-08
Broadbent, Ralph L.		1903-04
Bronson, E. H.		1871-88
Brown, Duncan		1909-13
Brown, E. Geo.		1914-16
Burke, Edmund		1850-51
Burns, Thos. G.		1855-57
Burritt, Alex		1864-65
Butterworth, John G.		1880-88
Campbell, Herbert S.		1901-04
Cawthray, John		1981-96
(2) Chambers, D. M.		1909-16
Chapman, W. H.		1915-16
Cherry, Wm.		1889-90
Cluff, W. H.		1876-77
Cook, Fred.		1890-98
Cooper, R. W.		1889-95
Cousens, Wm.	1855-56,	1859-60
Cox, James.		1859-55
Cunningham, C. R.		1865-66
Cutter, J. M.		1858

(1) Died June, 1911.

(2) Elected June, 1909.

Curry, Robt.	1894-95
Davis, W. J.	1907
Dewar, Colin	1885-90
Dow, Donald	1863-64
Dyde, L. W.	1859
Egleston, Peter A.	1856-58, 1860-63
Ellis, Arthur	1916
Ellis, James A.	1898-1900
Fairbairn, W. J.	1896, 1899-1916
Featherston, J. P.	1864-65
Forde, F. W.	1906-1913
Fotheringham, G. B.	1891-1902
Fowler, Geo.	1903
Friel, H. J.	1855
(8) Garvoch, Wm. B.	1901-1905
Gibson, James	1891-1900
Gibson, J. H. P.	1878-79
Gowling W. E.	1909-16
Graham, John	1878-79
Greene, Dr. W. R.	1912-15
(4) Guppy, Harry J.	1909-16
Hamilton, R. W.	1914-16
Hanley, Thos.	1860
Haydon, Andrew	1914-15
Hawkin, Joseph	1887-89
Hay, George	1855-56
Henderson, John	1855-56
Henderson, John	1887-91
Hill, J. Roland	1916
Holt, E. B.	1896-1903
Hope, James	1890-93
Hurdman, Lt.-Col. W. G.	1894-1908
Iliffe, Thos.	1874-75
(5) Ingram, Robert	1905-16
Joynt, James	1850-53
Kerr, Wm.	1890-91
Kidd, W. J., B.A.	1897-1902
Kirby, Thos. H.	1866-91, 1900-1901
Kirby, T. Sidney	1902-16
Langrell, Thos.	1858-61
(6) Lawson, A. T.	1910-12
LeSueur, Peter	1870-81
Lett, Wm. P.	1860-63
Lett, R. C. W.	1897-98
(7) Leydon, John	1909-10
(8) Low, Frank	1912
Low, Geo., Sr.	1897-98

(8) Resigned March, 1905.

(4) Elected June, 1909.

(5) Elected March, 1905.

(6) Elected March, 1910.

(7) Resigned February, 1910.

(8) Elected April, 1912.

MacCraken, John I.	1880-95
MacDermid, A. J.	1889-90
Macnab, Chas.	1904-16
Marier, Pierre.	1850-1855
May, George.	1861-70
May, Geo. S.	1889-1904
(9) McCleaghan, J. E.	1914-16
McClenaghan, S.	1901-08
McCloy, Thos.	1864-69
McCormick, Henry.	1856-59, 1860-66
McKinley, J. F.	1912-16
Meadow, Henry.	1881-90
Mortimer, George.	1871-72
Mowat, Daniel.	1877-80
Parr, James A.	1889-1900
Perkins, Lyman.	1851-52, 56-58, 61-62
Pratt, Abraham.	1867-70, 82-84
Pratt, Horace O. E., B.A.	1898-1905
Preston, Geo. H.	1868-1871
Pulford, E. H.	1914
Reid, John R.	1905-10
Rielly, Michael.	1852-58
Ring, Wm.	1856-57
Robertson, J. P.	1873-78
Robinson, Hiram.	1867-1894
Roe, George G.	1907-08
Rogers, Geo. H.	1911-16
Rogers, S. Maynard.	1888-1889
(10) Ross, Crawford.	1906-09
Ross, Roderick.	1855-62, 66-67
Rowan, Chas.	1852-1854
Scott, David.	1863-65
Shaw, C. S.	1876-79
Shore, John W.	1905-08
Shore, Thos. A.	1896-1901
Slater, James D.	1860-70
Soper, W. Y.	1889-97
Sparrow, Chas.	1851-52
Sproule, Robert A.	1906-13
Stapleton, Patrick.	1884
Stewart, Robert.	1892-93
Stewart, Wm.	1855-57
Storey, Daniel.	1891-96
Strachan, Wm.	1903-06
Taylor, A. H.	1873-74
(11) Thompson, Robt.	1909
Torney, Wm.	1852
Tubman, W. J.	1884-95
Turgeon, I. B.	1850, 1852-1855

(9) Elected March, 1914

(10) Resigned June, 1909.

(J<sup>1</sup>) Resigned May, 1909.

(12) Watson, John A.....	1911-16
Wensley, Thos.....	1892-1905
(18) White, Lt.-Col. Wm.....	1905-12
Wilk, W. J.....	1856-58, 1870-78
Wilson, Andrew.....	1867-68
Wilson, Geo. H.....	1902-05
Wilson, Geo. J.....	1897
Wilson, J. C.....	1892-96
Workman, Alex.....	1850-54, 1856-58
Young, Wm.....	1872-75

(12) Elected September, 1911.

(18) Died April, 1912.

## City of Ottawa Public School Board

### TRUSTEES FOR 1916.

**Harry J. Guppy, Esq., Chairman.**

VICTORIA WARD.	Elected for Year.
Lt.-Col. J. A. Armstrong, D.D.S. ....	1916-17
W. E. Gowling, Esq. ....	1915-16
DALHOUSIE WARD.	
Chas. Macnab, Esq. ....	1916-17
J. E. McClenaghan, Esq. ....	1915-16
WELLINGTON WARD.	
D. M. Chambers, Esq. ....	1916-17
Harry J. Guppy, Esq. ....	1915-16
CENTRAL WARD.	
T. Sidney Kirby, Esq. ....	1916-17
Geo. H. Rogers, Esq. ....	1915-16
CAPITAL WARD.	
Collar S. Birtch, Esq. ....	1916-17
John A. Watson, Esq. ....	1915-16
ST. GEORGES WARD.	
E. Geo. Brown, Esq. ....	1916-17
W. H. Chapman, Esq. ....	1915-16
BY WARD.	
R. W. Hamilton, Esq. ....	1916-17
J. F. McKinley, Esq. ....	1915-16
OTTAWA WARD.	
J. Roland Hill, Esq. ....	1916-17
W. J. Fairbairn, Esq. ....	1915-16
RIDEAU WARD.	
Arthur Ellis, Esq. ....	1916-17
Robert Ingram, Esq. ....	1915-16

**RULES AND REGULATIONS**  
*of the*  
**CITY OF OTTAWA**  
**PUBLIC SCHOOL BOARD**

**RULES AND REGULATIONS  
of the  
CITY OF OTTAWA PUBLIC SCHOOL BOARD.**

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**I. Proceedings at the First Meeting of the  
Board.**

1. The first meeting of the Board for each year shall be held at the Board Room on the third Wednesday in January, at the hour of seven o'clock in the afternoon, or at such other hour as may have been fixed by resolution of the Board of the previous year.

2. At the appointed time the Secretary shall call the meeting to order and proceed to read the returns of election to the Board as certified to him by the City Clerk, whereupon the elected members shall take their places.

3. The Board shall then proceed to elect a Chairman. The election shall be by ballot, without nominations. A majority of the votes cast shall be necessary to an election, and in case of an equality of votes the member who is assessed as a ratepayer for the largest sum on the last revised assessment roll shall have a second or casting vote in addition to his vote as a member.

4. Immediately following the election of Chairman the Board shall adjourn for a short time, and the senior members present shall be a Special Committee to meet at once for the purpose of striking the Standing Committees. In the absence of the Senior member for any ward, the junior member for that ward shall be entitled to act on the Special Committee. The Board resuming, the report of the Special Committee shall be presented. The Standing Committees shall be constituted as follows—

(1) Finance —Five members; of whom three shall form a quorum.

## III

(2) School Management—Nine members; one member from each Ward, of whom five shall form a quorum.

(3) Building—Six members; of whom four shall form a quorum.

(4) Furnishing—Six members; of whom four shall form a quorum.

The Chairman of the Board shall be ex-officio a member of all Committees.

5. Immediately following the adjournment of the Board the Chairman shall call the Standing Committees to order, and each Committee shall, by ballot, without nomination, elect a Chairman for the ensuing year, a majority of the votes cast being necessary to an election.

6. The officers of the Board shall be the following:—

Secretary-Treasurer,  
Senior Inspector,  
Junior Inspector,  
Superintendent of Buildings,  
Clerk of Supplies,  
Assistant Secretary.

### II. Meetings of the Board.

7. Unless otherwise ordered by special motion, regular meetings of the Board shall be held on the first Thursday of each month commencing at eight o'clock p.m. Should such Thursday fall on a statutory or civic holiday the Board shall meet on the evening of the following day at the same hour.

8. Unless there shall be a quorum present within fifteen minutes after the time appointed for any meeting, the Secretary shall record the names of the members then present, and the Board shall forthwith stand adjourned until the next regular day of meeting, unless a Special meeting is called as hereinafter provided.

9. The Board shall not remain in session later than eleven o'clock p.m. unless it be otherwise determined by a two-thirds vote of the members present.

10. Special meetings of the Board may be called by the Chairman on his own responsibility at any time, and it shall be his duty, or in his absence, the duty of the Secretary-Treasurer to convene a special meeting whenever requested to do so by a written requisition signed by five members of the Board.

### III. Rules of Order.

11. At all meetings of the Board ten members shall constitute a quorum, and the vote of the majority of such quorum shall be necessary for the transaction of business.

12. At the hour of meeting the Chairman shall take the chair, and the members shall be called to order.

13. In case of the absence of the Chairman, the Secretary-Treasurer shall call the meeting to order, and a Chairman shall be chosen who shall preside during such absence. In the event of the death or resignation of the Chairman during the year, the Board shall at its first regular meeting thereafter, proceed to elect a Chairman for the remainder of the year in the manner hereinbefore prescribed for the election of the Chairman at the inaugural meeting.

14. If both the Chairman and the Secretary-Treasurer should be absent at the hour for opening a meeting and there is a quorum in attendance, the members present shall appoint a Chairman and a Secretary pro tem.

15. In the absence of the Chairman any member appointed to act as Chairman by a majority of those present shall preside, and the Chairman or person so acting shall vote with the other members on all questions and any question on which there is an equality of votes shall be deemed to be negative.

16. When the Chairman is called on to decide a point of order or practice he shall give his decision and state the rule applicable to the case, without argument or comment.

17. The ruling of the Chairman shall be subject to an appeal to the Board without debate.

18. Upon a division of the Board the names of those who vote for and of those who vote against the question shall be entered upon the minutes when any member demands the yeas and nays before the vote shall have been taken.

19. If the Chairman desires to leave the chair for the purpose of taking part in debate or for any other purpose, he shall call one of the members to fill his place until he resumes the chair. Any member temporarily occupying the chair shall discharge all the duties and enjoy all the rights of the Chairman.

20. Any member desiring to speak must rise in his place and standing uncovered, address the Chairman. The latter, on being thus addressed, shall call the member by name, and such member may then, but not before proceed to address the Board, and no one shall be at liberty to question the decision of the Chairman.

21. No member while speaking shall be interrupted by another, except upon a point of order, or for the purpose of explanation. The member so interrupting shall confine himself strictly to the point of order or the explanation.

22. Any member called to order from the Chair shall sit down, but may afterwards explain, and the Board, if appealed to, shall decide the case, but without debate; if there be no appeal the decision of the Chairman shall be final.

23. No member shall speak longer than fifteen minutes on the same subject without leave of the Board, nor shall any member, without permission of the Board, except in explanation speak more than once upon any question or motion; but the mover shall be allowed to reply.

24. Any member of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.

25. If a motion be made introducing any new matter (other than matters of privilege and peti-

tion) of which no notice has been given at a previous meeting, any member may demand that notice be given, and if such demand be sustained by a majority of the members present, the motion introducing such new matter shall stand as a notice of motion for the next meeting of the Board.

26. Any matter when once decided by the Board, shall not be re-introduced during the year, unless by a two-thirds vote of the members present at the meeting when the same is so re-introduced.

27. No matter shall be entertained and considered by the Board until it has been referred to the Committee having proper cognizance of the same, and until such Committee has reported thereon, unless by a two-thirds vote of the members present.

28. All motions, except motions to adjourn, shall be in writing, and seconded, before they are stated by the Chairman.

29. No member introducing a motion shall be at liberty to speak to the same until it shall have been read from the Chair.

30. When a motion has been stated by the Chairman, it shall be open to debate, and shall be disposed of only by a vote of the Board unless the mover by permission of the Board withdraws it.

31. All enquiries made through the Chairman, by members, shall be in writing.

32. Any member who has given notice of motion may withdraw the same only by the unanimous leave of the Board.

33. No member of the Board shall have more than one vote on any question, except as provided for in clause 15 of these Rules and Regulations, and sub-section 5 of section 67 of the Public Schools Act, being R. S. O. Chapter 266, which reads as follows:—“On every question other than the election of a Chairman, the Chairman or presiding officer of the Board may vote with the other members of the Board, and any question on which there is an equality of votes shall be deemed to be negatived.”

34. The order of business shall be as follows:—

- (1) Calling roll and noting members present.
- (2) Reading and confirming the minutes.
- (3) Reading communications, petitions, etc., to the Board and disposing of same, if not to be referred under section 60.
- (4) Presentation of Reports.
- (5) Enquiries.
- (6) Notices of motion.
- (7) Consideration of reports.
- (8) Unfinished business from previous meetings.
- (9) New business.
- (10) Adjournment.

No variation in the foregoing order of business shall be permitted, unless by a two-thirds vote of the members present, which vote shall be taken without debate.

35. When a question is under debate no motion shall be received except:—

- (1) To adjourn.
- (2) The previous question.
- (3) To lay on the table.
- (4) To postpone.
- (5) To commit.
- (6) To amend.

A motion to adjourn a debate, or for the previous question, or to lay on the table, shall be put without debate.

36. A motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some other business shall have intervened.

37. A motion for commitment, until it is decided, shall preclude all amendments to the main question.

38. The previous question may be moved at any time when a motion or amendment is before the Chair, provided always that no member while actually speaking shall be interrupted for this purpose. Upon the previous question being moved it shall be put by the Chairman without debate, as follows: "Shall the question be now put?" If carried the Chairman

shall forthwith put the question upon the motion and amendments then before the Chair in the order in which the same are required to be put by these rules and the same shall be voted upon and disposed of without further debate, and no other motion or amendment shall be entertained until the motion and amendments, in respect of which the previous question has been moved, shall be finally disposed of.

39. All amendments shall be put in the reverse order in which they are moved, except in filling up blanks, when the longest time and the largest sum shall be put first; and every amendment submitted shall be in writing, and be decided upon, or withdrawn before the main question is put to the vote. Only one amendment shall be allowed to an amendment, and any amendments more than one must be to the main question.

40. In all motions for the appointment of any member of the Board, or of any other person, to any office other than that of Chairman, the names of all candidates shall be submitted before any vote is taken, and the candidates shall be voted on separately in the order in which they are proposed.

41. When the question under consideration contains distinct propositions, then upon the request of any member, the vote upon each proposition shall be taken separately.

42. No member shall speak to the question after it is finally put by the Chairman, nor shall any other motion be made until after the result is declared; and the decision of the Chairman as to whether the question has been finally put shall be conclusive.

43. When the Chairman has to decide a point of order he shall, if requested to do so, state the rule applicable to the case, but without comment; and when putting questions to the vote, he shall observe the order in which they are presented.

44. Any member dissatisfied with the vote upon any question may move for a re-consideration at a later stage of the same meeting, or he may give notice

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in writing that he will move for re-consideration at the next meeting; but in order to secure a re-consideration at such next meeting, the motion will require to be sustained by a majority of the whole Board.

45. A motion to re-consider, once negatived, shall not again be entertained.

46. Whenever the Chairman shall adjourn the Board for want of a quorum the time of adjournment and the names of the members present shall be recorded in the minutes.

47. When the Board shall determine to go into Committee of the Whole the Chairman shall name the member who shall take the Chair.

48. A report of the Committee of the Whole may, before its adoption, be amended by a majority of the Board without going back into Committee of the Whole for that purpose.

49. A member on whose motion a Special Committee is appointed shall be a member of such Committee and convener of its first meeting, at which the Committee shall elect its Chairman.

50. All petitions, enquiries, or communications on any subject within the cognizance of any Standing Committee, shall, on presentation, be referred by the Chairman to the proper Committee without any motion; but it shall be competent for the Board, by a two-thirds vote, to enter upon the immediate consideration thereof.

51. Whenever the Chairman is of the opinion that a motion presented is contrary to statute or to the Rules and Regulations of the Board, he shall so apprise the members, and quote the authority applicable to the case, without comment.

52. In the event of any contract, engagement, recommendation, order, instruction, nomination, claim, account, report or proceeding of any Committee being objected to by the Finance Committee on any of the grounds set forth in section VI, article 71, of these Rules and Regulations, any member of the

Board may appeal against such objection by the Finance Committee, and the appeal against such objection shall be allowed by the Board only upon a two-thirds vote of the members present being recorded in favor thereof.

53. All reports of Committees involving the expenditure of money shall be submitted to the Finance Committee before presentation to the Board. If so required the minutes of proceedings and reports of Committees shall from time to time be furnished to the Finance Committee, and these minutes and reports shall be accompanied by a summarized statement of all expenditures made, and estimated, and ascertained liabilities incurred, during the previous month.

#### IV. Committee of the Whole.

54. In Committee of the Whole all the Rules of the Board shall be observed except those rules respecting the yeas and nays, and limiting the number of times of speaking; and no motion for the previous question or for an adjournment can be received; but a member may at any time move that the Chairman leave the Chair, or report progress, or ask leave to sit again; and all original motions shall be put in the order in which they are proposed; and shall not require to be seconded.

55. When a motion is made in Committee to rise and report, the question shall be decided without debate.

#### V. Committees.

56. Committees appointed to report on any subject referred to them by the Board shall report in writing a statement of facts, and also their opinion thereon; and it shall be the duty of the Chairman, or acting Chairman, to sign and present the report.

57. A minority of any Committee may have a Minority Report presented by the Chairman of the Committee in the same manner as the Majority Report is presented.

58. Committees shall have power in cases of emergency to spend an amount not exceeding fifty dollars, but no Committee shall enter into any contract or agreement involving the payment of money to an amount exceeding fifty dollars until such contract or agreement has been approved of by the Board.

59. No Committee, without the approval of the Finance Committee, and of the Board, shall exceed the appropriation made to such Committee for any purpose; but with such approval of the Finance Committee and of the Board, any money unexpended by any one Committee for any purpose, may be transferred to and used by any other Committee designated by the Board.

60. Reports of all standing Committees shall be printed before presentation to the Board, and shall contain the names of the members of such Committees present at the meetings at which such reports were adopted; and if at any time a meeting of any of the Committees shall be called, but at the time appointed a quorum is not present, the Chairman, or in his absence the Secretary-Treasurer, shall report the fact to the Board at the next meeting, giving the names of the members present. All reports of Committees must be laid on the table in the Secretary-Treasurer's office at least one day before presentation to the Board, and a copy thereof mailed or delivered to each member of the Board.

61. Meetings of any Committee may be called by the Chairman thereof whenever he shall consider it necessary to do so; and it shall be the duty of the Chairman, or in his absence, of the Secretary-Treasurer, to summon a special meeting of a Committee whenever requested in writing to do so by three members thereof.

62. The business of the respective Standing and Special Committees shall be conducted under the following regulations;

- (1) The Rules of the Board shall govern as far as may be applicable.

- (2) No motion shall require to be seconded.
- (3) No motion for the previous question shall be allowed.
- (4) The number of times of speaking on any question shall not be limited.
- (5) The Chairman shall preside at every meeting, and may vote on any question submitted.
- (6) Any question on which there is an equality of votes shall be deemed to be negative.
- (7) In the absence, or until the arrival of the Chairman, one of the other members shall be elected to preside, and shall discharge the duties of the Chairman.
- (8) The Chairman shall sign all such orders and documents as the Committee may properly order.
- (9) The minutes of all transactions of every Committee shall be accurately entered in a book provided for that purpose, and at each meeting the minutes of the preceding meeting shall be submitted for confirmation or amendment, and after they have received the approval of a majority of the members present they shall be signed by the Chairman.
- (10) Each minute so recorded shall have attached to it a progressive number for reference, and an analytical index shall be kept for each minute book.
- (11) When a division takes place on any question the votes of the members shall be recorded if required by one of the members.
- (12) No order or authority shall be recognized as emanating from any Committee unless it is in writing, signed by the Chairman, or Acting Chairman, or the Secretary, and unless it refers to the minute of the Committee under which it is issued.

## VI. Finance Committee.

The Finance Committee shall:—

63. Meet on the Friday immediately preceding each regular meeting of the Board.

64. Have the supervision of all fiscal concerns of the Board, and report the condition of the various funds.

65. Prepare a detailed statement of the estimates of money necessary to be raised by the City Council for the support of the schools, and report the same for the action of the Board not later than the fifteenth day of February in any year.

66. Examine all accounts presented to the Board, and consider and report on all matters referred to them for report.

67. Audit bills and accounts when countersigned by the Chairman of the Committee having such bills or accounts in charge.

68. Have control of the Secretary-Treasurer and his assistants and give directions for the proper performance of their respective duties.

69. Regulate the salaries of the Board's officers and their clerks.

70. Insure school property and report the same to the Board.

71. Have power to report against any contract, order, engagement, nomination, claim, account, or proceeding involving the expenditure of money, in case the same shall:

(a) Not comply with the law, or with the Rules and Regulations of the Board.

(b) Exceed the appropriation made to the Committee reporting:

(c) Exceed the appropriation for the special work or service reported on;

(d) Require the expenditure of money beyond the estimates for the year for any work or service;

(e) When an instruction contemplating an expenditure of the funds of the Board shall have been given to the Committee by a majority of less than

two-thirds of the members then present and voting.

72. Forbid the payment of any money, the signing or delivery of any cheques, or of any security, if deemed expedient so to do, until the matter be further considered, or be referred to the Board.

73. Have the supervision of the books, accounts, documents, vouchers, money, debentures and securities of the Board; see that all the duties and services in connection with financial affairs which ought to be performed by the Secretary-Treasurer and the officers in his department, are performed, and advise the Secretary-Treasurer when necessary in all matters pertaining to finance.

74. Regulate all matters connected with the receipt and payment of money; order the adoption of such regulations in connection therewith as may be deemed necessary for the prevention of any payment being made in contravention of the Rules and Regulations, and generally manage the financial affairs of the Board.

## VII. School Management Committee.

The School Management Committee shall:—

75. Meet on the Tuesday of the week immediately preceding each regular meeting of the Board.

76. Consider all applications for situations as teachers or school nurses, and shall make recommendations to the Board for the filling of all vacancies whenever such may occur.

77. Fix the salaries of supervisors, teachers and school nurses.

78. Have control of the Inspectors, supervisors, teachers, and school nurses, and give directions for the proper performance of their respective duties.

79. Have control of the department of School Hygiene and all officials connected therewith.

80. Have power to censure, reprimand or suspend all teachers and officials for serious errors or for misconduct, and make temporary appointments in case

of vacancies; but every such appointment shall be reported to the Board for approval at its next meeting.

81. Report to the Board not later than the regular meeting in February, stating what additional school accommodation is required.

82. Submit to the Board such Regulations for the efficient management of the schools as may be deemed expedient, having regard to the arrangement of classes, the course of study, and the decorum of the pupils.

83. Consider such matters as may be referred to it by the Board and report thereon.

84. Define the limits of each school district.

### VIII. Building Committee.

The Building Committee shall:—

85. Meet on the Thursday immediately preceding the regular meeting of the Board.

86. Have the general supervision of the construction and repair of school buildings and the laying out of grounds.

87. Have control of the Superintendent of Buildings, caretakers, and all mechanics and workmen employed by the Board.

88. Whenever requested to do so by the Board to report upon the expediency of purchasing, selling, renting, building, altering, repairing, enlarging or improving any school property.

89. To have prepared and properly executed a written contract with every school janitor, which contract shall be for the calendar year. The said contract shall bind the janitors to conform to the general rules laid down for their guidance by the Board, and in addition shall specify other duties prescribed by the Superintendent of Buildings.

90. Have charge of all repairs, enlargements or improvements affecting any school property, and superintend the erection of all new buildings ordered by the Board.

*John T. Biggsde Chairman  
for the year 1924*

91. Report to the Board nominations for positions of caretaker. Report upon re-engagements of caretakers, which shall be made at the regular meeting of the Board in December of each year.

92. Report to the Board all changes considered necessary in connection with the heating of schools and of the use of water, gas and electricity therein.

93. Upon the report of the Superintendent of Buildings have power to dismiss any caretaker who fails to carry out any directions given by such Superintendent.

94. Report to the Board at the next meeting any action connected with the dismissal of a caretaker.

95. At a meeting not later than the regular meeting in February in each year, make a detailed report in writing of the character and extent of the repairs and improvements recommended to be made to the schools and premises during the current year.

96. Consider all matters which may be referred to it by the Board and report thereon.

#### IX. Furnishing Committee.

The Furnishing Committee shall:—

97. Meet on the Monday of the week immediately preceding the regular meeting of the Board.

98. Have supervision of the printing of the Board, and have charge of all school furniture, supplies and apparatus.

99. Prescribe the duties of the Clerk of Supplies.

100. Purchase all fuel, furniture, caretakers' supplies, and all other supplies for the maintenance of moveable school property; and upon the written recommendation of the Senior Inspector purchase all books, stationery and all other supplies of all kinds for the use of teachers and pupils, but shall not, except for incidental expenses, contract such obligations until instructions from the Board have been received, and when they have expended money, they shall report the accounts in full, duly certified,

which accounts shall be referred to the Finance Committee for examination.

#### **X. Money Appropriations, Accounts, Expenditures, Contracts, and Improvements.**

101. All appropriations of money shall be submitted to the Board in Committee of the Whole before adoption by the Board.

102. Every contract with the Board shall be in writing and when the amount exceeds one hundred dollars the performance thereof may be secured by bond with two sureties in double the amount to the satisfaction of the Board, and when the amount is less than one hundred dollars a bond may be taken if deemed advisable.

103. No contract for an amount exceeding one hundred dollars shall be entered into by the Board until tenders shall have been called for, and no tender shall be considered unless accompanied by an accepted cheque (payable to the order of the Secretary-Treasurer), or a cash deposit equal to five per cent. of the amount of the tender, in the event of the tender exceeding the sum of five hundred dollars, and on all tenders for five hundred dollars or under the deposit to be ten per cent., and the deposit shall remain in the custody of the Board until the contract to which such tender relates is awarded, and the deposits of the unsuccessful tenderers shall then be returned to them, but the deposit of the successful tenderer shall be retained by the Board until a bond shall have been properly executed. The Board shall have the right to retain the cheque as security for the performance of the contract in lieu of a bond, and in case the cheque is thus held by the Board, the Board shall have the right from time to time if it deems right to repay any portion of the said cheque as the work progresses. In case a tender has been accepted and the tenderer fails to execute the contract and requisite bond (when such bond is demanded) the deposit shall be forfeited to the use of the Board.

104. Prior to the introduction and passing of the Annual Estimates of Receipts and Expenditures, all By-laws and Resolutions of the Board proposing to authorize the expenditure of money shall only be passed subject to a reference to the Finance Committee, to estimate for the same; and after the introduction and passing of the Estimates such By-laws or resolutions shall be subject to such references unless passed by a two-thirds vote of the members present and voting; and in every case of reference to the Finance Committee, no Committee, or officer of the Board, shall act upon any such By-law or resolution until a report of the Finance Committee certifying the mode of providing funds, has been adopted by the Board.

105. No work or improvement shall be authorized by the Board without either an estimate of the probable cost thereof, or (in the absence of an estimate), limiting ~~an~~ amount therefor; and no contract shall be entered into for such work or improvement at a larger ~~sum~~, or involving a greater expenditure than the amount so estimated or limited, until the Finance Committee shall report to the Board that funds have been provided therefor.

106. When money is duly authorized to be expended for any purpose, the amount to be expended shall be credited to an account to be opened for the object for which the money is voted, and all expenditures in respect thereof shall be charged to such account.

107. Any one of these rules may be temporarily suspended by the unanimous vote of the members present at a meeting of the Board, yet only upon mature consideration and for urgent reasons, but they shall not be repealed, altered, or amended without one month's previous notice in writing, and then only by a majority of the whole Board.

108. All teachers' and officers' payrolls shall be certified to by the Secretary-Treasurer, the Senior Inspector, and the Chairman respectively of the

Management and Finance Committees. All other pay-rolls shall be certified to by the Secretary-Treasurer, the Superintendent of Buildings, and the Chairmen respectively of the Building and Finance Committees.

109. The Rules of Dominion Parliamentary practice not inconsistent with these Rules shall govern the Board in all cases to which they are applicable.

110. When the Board is of opinion (expressed by resolution in writing) that the public interest requires that any meeting shall be held with closed doors, all persons except the members and officers of the Board shall be excluded therefrom.

## APPENDIX A.

**CITY OF OTTAWA PUBLIC SCHOOL BOARD.**

**APPROPRIATION ACCOUNT**, showing the amounts voted by the Board, under their respective heads, on account of Financial year ending 31st December, 19<sup>th</sup>, and the amounts expended during the month of

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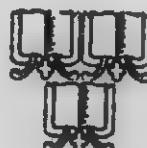
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## City of Ottawa Public School Board

### RULES AND REGULATIONS

For Officers, Teachers, Principals, Nurses,  
Supervisors, Drill Instructor,  
Caretakers and Pupils.

### DUTIES OF INSPECTORS.

#### The Senior Inspector.

1. He shall be responsible for and have sole charge of all correspondence and administrative work connected with the office of Public School Inspector according to the Statutes of Ontario and the Regulations of the Education Department.
2. He shall give effect to the Directions of the Board and of its Standing Committees as far as those directions concern the teachings and pupils of the schools and the use of school buildings and grounds for school purposes.
3. He shall have control of the clerical assistants attached to his office and shall assign to them their respective duties.
4. He shall approve of all requisitions for school supplies used by teachers and pupils before the requisitions are filled by the Clerk of Supplies.
5. He shall see that the teachers and supervisors employed by the Board faithfully perform their duties.
6. He shall admit to the schools the children and wards of non-resident and non-supporters upon such conditions as may from time to time be fixed by the Board.

7. He shall transfer pupils from one school to another only according to such conditions as may be fixed by the Management Committee.

8. He shall deal with any case of suspension or expulsion of a pupil in which an appeal is taken by a parent or guardian.

9. He shall investigate all charges and complaints made in writing against teachers, and report the same to the Management Committee.

10. He shall receive and approve or disapprove, and report in writing before they are sent to the Furnishing Committee, on all applications and requisitions for school furniture or furnishings, maps, text books, reference books, stationery, athletic, domestic science, manual training and kindergarten supplies and all other supplies for the use of teachers and pupils.

11. He shall, after consultation with the Junior Inspector, recommend in writing to the Management Committee the appointment or transfer of all teachers and school nurses.

12. He shall attend at his office each school day from 4 to 5 p.m., and on Saturdays from 10 a.m., to 1 p.m. to meet parents and teachers on school busi-

■■■■■  
13. He shall prepare all reports, regular and special, concerning the public schools, required by the Education Department of Ontario.

14. He shall make an Annual Report and submit the same to the Board at such time as may be appointed in each year, giving the particulars of the cost of maintenance of the schools, the classification of the pupils, the attendance of pupils, the system of examinations and promotions, and such other matters as may be of interest to the Board.

15. He shall require from the Principals, and shall himself take monthly returns of the attendance of teachers and pupils, and of such other matters as may be desirable for record.

16. He shall be responsible for the system governing the promotion of pupils from one grade to another.

17. He shall certify to the correctness of the pay-rolls for Supervisors, Teachers and School-Nurses, before they are sent to the Management Committee.

18. He shall attend all meetings of the Board and all meetings of Standing and Special Committees unless excused by the Chairman of the Board or the Chairman of the Committee from which he is absent.

19. He shall take charge of the government of the schools, and direct and control the business of teaching.

20. He shall visit the schools regularly, and administer their government in every practical detail, instituting and enforcing such regulations as may be necessary to their efficiency, subject to the approval of the School Management Committee.

21. He shall summon all meetings of teachers, supervisors, or nurses, for conference with the Inspectors.

22. He shall assign to the school nurses their respective duties and be responsible for the way in which they carry out the instructions laid down for them by the Board.

23. He shall be responsible for the management of the dental clinic, subject to such rules as may be laid down by the Board.

24. He shall be solely responsible for class-room inspection of such schools as may from time to time be determined by the Board, and shall report on them in writing to the Management Committee, according to the Regulations of the Education Department.

25. He shall perform such other duties as the Board or any Committee thereof may direct.

26. He shall have power to summarily suspend any teacher, supervisor, or school nurse in the employment of the Board for misconduct or insubordination, but such suspension must be immediately reported in writing to the Chairman of the Board.

### The Junior Inspector.

1. He shall be responsible for class-room inspection of the regular schools not placed solely under the charge of the Senior Inspector.
2. He shall be jointly responsible with the Senior Inspector for the inspection of any special schools or classes that may be established by the Board.
3. He shall, when not engaged in the work of class-room inspection, perform such office work and keep, such office hours as may be assigned to him by the Senior Inspector.
4. He shall, during the absence of the Senior Inspector from any cause, assume full charge of the administration of the schools.
5. He shall attend meetings of the Board or of the Management Committee when requested to do so by the Chairman thereof or by the Senior Inspector.
6. He shall give his assistance to the Senior Inspector on any matter connected with the appointment, promotion, transfer, or dismissal of a teacher.
7. He shall, when requested to do so by the Senior Inspector, meet classes or groups of teachers or supervisors to advise or instruct them in the details of their work in the class room.

### DUTIES OF THE SECRETARY- TREASURER.

1. The Secretary-Treasurer shall attend to the duties of his office from 9 a.m., until 5 p.m., and on Saturdays from 9 a.m. until 1 p.m. for the transaction of the business appertaining to the Board and to his office. Except on Statutory holidays he shall not be absent from his duties unless by leave of the Chairman of the Board, or the Chairman of the Finance Committee.

2. He shall attend all meetings of the Board, and of Standing and Special Committees, unless exempted, and take and record minutes of the proceedings of such meetings of the Board and Committees; keep a book of accounts showing the income, expenditure and liabilities of the Board, and the state of the account with the City Treasurer, and in conjunction with the Chairman of the Board, or in his absence the Chairman of the Finance Committee, sign all requisitions upon the City Treasurer, and all cheques.

3. He shall conduct all correspondence, not specially within the department or arising directly out of the duties of the inspector.

4. He shall receive, file, classify, and submit all letters, accounts and other documents for the Board and Committees.

5. He shall prepare and take charge of all reports of Committees.

6. He shall make returns of all salaries; make out all orders for payments, and keep full account of all expenditure.

7. He shall, at the beginning of each month, receive from Principals of the different schools, all fees payable by non-residents and separate school supporters, collected by them, and amounts collected for text books and damages to school property, and deposit the same in the bank to the credit of the Board, and report such payments to the Board.

8. He shall promulgate all orders of the Board and of Committees, and generally act under the authority of the Board and its Chairman, and of the Committees and their Chairmen, and in concurrence with the Inspector, so far as relates to the duties of his department.

9. He shall act as custodian of all evidences of title, deeds, mortgages, leases, bonds, agreements or other instruments relating to the property of the Board, and only allow the same to be taken from his office on the order of the Board or of the Chairman

of the Board, or of the Chairman of the Finance Committee.

10. Notify each member of all meetings of the Board at least twenty-four hours previous to the time at which such meeting is to take place, by written or printed notice to be addressed to each member of the Board, at the place designated by him, for receipt of notices.

11. Notify each member of all meetings of Standing Committees.

12. Give security as required by law, to the satisfaction of the Board, by the covenant and undertaking of a good and sufficient company or association, duly incorporated, for granting bonds of suretyship for persons holding positions of trust, to an amount to be fixed by the Finance Committee.

13. Make payments and disbursements according to the Rules or Regulations of the Board, or by statutory or other authority, and report to the Finance Committee or the Board when appropriations therefor are exhausted.

14. Superintend the transactions of his department and of his subordinates, and duly compare, check and verify the entries of receipts and disbursements with the accounts and vouchers for the same, and with the books of the office.

15. Supply all information relative to the finances of the Board, and all other matters connected with his office, when required by the Board and Standing Committees.

16. Superintend the preparation of the teachers' monthly time-sheet and the deductions to be made on account of absence or otherwise.

17. Cause to be furnished to the Finance Committee at the regular meetings in every month, after passage of the estimates, a report as per schedule "A."

18. He shall perform all the other duties required of him by the Rules or Regulations of the Board.

## DUTIES OF THE SUPERINTENDENT OF BUILDINGS.

The Superintendent of Buildings shall:

1. Attend all meetings of the Board and of the Building and Furnishing Committees and of any other Committee to which he may be summoned.
2. Make an Annual Report for submission to the Board on or before the 15th day of January in each year, giving the values of the school buildings, sites, and furniture of the Board, and the increase or depreciation in the values thereof as compared with the previous year; the seating accommodation of each school, the condition of the seats and desks, the system of heating, and the amount of fuel consumed, a detail of the repairs made in each school, and such other matters as should be reported.
3. Approve or disapprove of all requisitions for all supplies for the use of caretakers in the performance of their duties.
4. Have, under the Furnishing Committee, the care of the furniture of the schools, and see that all furniture supplied to the schools is strictly in accordance with the contract of purchase.
5. Report in detail to the Building Committee on or before the first day of February in each year, the improvements and repairs which, in his opinion, should be undertaken by the Board during the year.
6. Prepare all necessary plans and specifications, and working drawings with proper tracings, estimates, etc., for all buildings of whatever kind to be erected by or for the Board, and also of the repairs ordered by the Board or Building Committee, which plans shall be the exclusive property of the Board.
7. Superintend all buildings in course of erection, visit them as often as may be deemed advisable, and see that all work and material conform strictly to contract.

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8. Report in writing to the Building Committee from time to time the progress of buildings in course of erection, and as to whether, in respect to character and time, the same are being erected according to contract as the case may be.
9. Certify to all accounts passing through his office, and be responsible for the correctness thereof.
10. Superintend all repairs ordered by the Building and Furnishing Committee.
11. Have authority to order any small repairs requiring immediate attention, not involving an expenditure of more than (\$25) twenty-five dollars, and report in detail the same to the proper Committee at the next meeting thereof.
12. Have charge, under the proper Committee, of all the supplies and materials for repairs not kept in the Board's storeroom in charge of the Clerk of Supplies, superintend the distribution of the same, keeping a proper record thereof for each school, in books provided for the purpose.
13. Have the supervision and control, under the direction of the Building Committee, of all caretakers employed by the Board.
14. See that all buildings, grounds, and other property of the Board in charge of caretakers are kept, in a proper and cleanly condition, and that the caretakers fulfil their duties in all respects according to the Regulations of the Board, and report to the Building Committee any irregularities in the discharge of their duties.
15. Attend to the proper heating and ventilation of the schools, and to repairs to the same.
16. Inspect all school buildings periodically and keep a record of the condition thereof at the time of such visit in a book to be kept for that purpose.
17. Have charge, under the direction of the Building or Furnishing Committee, as the case may be, of all mechanics and labourers employed by the Board, have power to engage and discharge same,

and keep a record of their services as to the time employed, nature and quantity of the work done.

18. Prepare fortnightly pay-sheets for the use of the Secretary-Treasurer, of all employees of the Board under his control.

19. Attend in his office from 9 to 10 a.m. daily, unless circumstances arising from the discharge of his duties prevent him from so doing, in which case he shall notify the Secretary-Treasurer of the Board.

20. Have power to suspend any caretaker for misdemeanor or neglect of duty, but must immediately report the same to the Chairman of the Building Committee.

#### DUTIES OF ASSISTANT SECRETARY.

1. During regular office hours he shall perform such clerical duties as may be assigned to him by the Secretary Treasurer.

2. He shall, unless excused by the Chairman of the Board, attend all regular and special meetings of the Board.

3. He shall act as Secretary of any standing or ad hoc Committee in the absence of the Secretary-Treasurer of the Board or when asked to do so by the Finance Committee.

4. In the absence of the Secretary-Treasurer the Assistant Secretary shall perform all the duties of Secretary as prescribed by Statute and by the Rules and Regulations of the Board, except that he shall not sign cheques or orders for the payment of money unless authorized to do so by resolution of the Finance Committee.

5. He shall attend at the Bank to render any assistance he can give during the hours when the teachers are being paid.

6. He shall perform such other duties as may from time to time be assigned him by the Finance Committee.

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### DUTIES OF CLERK OF SUPPLIES.

1. He shall issue written orders for the purchase of all supplies ordered by the Board through any of its Standing Committees as directed by that Committee. He shall receive the supplies when delivered and see that the amount or weight of the goods corresponds with the invoice and that the quality is according to the specifications, tender, or contract. He shall certify in writing on every invoice before it is presented to a Committee of the Board that the goods have been received, that the quality is according to agreement, and that the price is correct. He shall keep a stock book showing the supplies on hand and the deliveries received from time to time.
2. He shall distribute the supplies to the various schools upon requisitions from teachers and janitors, approved of respectively by the Senior Inspector and the Superintendent of Buildings, and shall require from school Principals and janitors receipts for all supplies delivered to them. He shall from time to time advise the Finance Committee regarding the stocks in store and the amount of insurance that should be carried to protect them against loss.
3. At the end of each calendar year he shall furnish to the Senior Inspector and the Superintendent of Buildings detailed statements of the supplies used by each school during the year, and their cost.

### TEACHERS.

1. The appointment and remuneration of teachers shall be determined by the Board of Trustees, and teachers are prohibited from receiving payments from, or on account of any pupils attending the public schools.

2. Teachers after at least two years probation shall be engaged by the year, and all agreements shall be in writing upon a form prepared by the Solicitor of the Board, and shall continue in force from year to year, unless and until they are terminated as hereinafter provided. Either the Board or a teacher may terminate any such engagement by giving notice in writing to the other of them at least two calendar months previous—and so as to terminate on the last day of June or December. The Board reserves to itself the right to specially release any teacher from his (or her) engagement—and reserves also the power to dismiss any teacher at any time for misconduct.

3. No teacher shall be appointed to the staff without a medical certificate upon the form approved and adopted by the Board.

4. All Principals hereafter appointed must hold first class certificates.

5. Teachers shall be paid their salaries in ten equal instalments as follows:—On or about the third day of February, March, April, May, June, October, November and December, and also at the close of the school terms in June and December.

6. Teachers absent on the re-opening day after any vacation shall not resume duty until officially authorized to do so by the Senior Inspector, every such case to be reported to the School Management Committee at its next meeting.

7. Teachers commencing duty on or before the first day of February or October shall rank as second year teachers on the first day of January or September following, but those commencing duties after the first day of February or October in any year shall rank as second year teachers one year from the first day of January or September following.

A teacher who has served this Board seven full years on a permanent certificate shall when receiving his next yearly increase proceed to his maximum

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salary, except that no such increase may exceed \$100 in any one year.

8. All teachers are required to conform to the directions of the Inspectors. The Principals shall take priority of rank in the several schools, and all subordinate teachers are to receive their instructions from them, or from the Inspectors.

### PRINCIPALS.

1. The Principals of each school shall prescribe (having first obtained the assent of the Board through the Inspectors), the duties of the several teachers in his school, and be responsible for the proper control and management of the classes under their charge.

2. See that the assistant teachers are prompt in their attendance, and that they perform faithfully the duties assigned to them.

3. He shall keep a register in which shall be recorded the names, ages, and dates of admission of the pupils, and the places of residence of their parents or guardians. He shall make the necessary monthly, term, special and annual reports to the Senior Inspector, at such times and in such manner as may be required. Monthly reports of the attendance, punctuality, conduct, and class-standing of the pupils shall be sent to the parents.

4. He shall, in conformity with the regulations approved by the Senior Inspector and assisted by the members of his staff, make the promotions and transfer of the pupils from the lower to the higher classes.

5. He shall collect on the first of each month the fees payable by non-residents and Separate School supporters, and shall, at the end of each month, pay them over to the Secretary-Treasurer, giving him at the same time a list of the names of pupils from whom the fees have been collected.

6. He shall, at the end of each school month, report to the Senior Inspector the names and resi-

dences of the parents or guardians of all pupils admitted by him.

7. He shall have charge of the property of the Board in his school and shall exercise due vigilance in looking after the same.

8. He shall be responsible for the preservation of the school-house, furniture, apparatus, yard, and appurtenances, and for maintaining them in clean, neat, and proper condition; and when anything is out of order, requiring repair or restoration, it is to be promptly reported to the Superintendent of Buildings.

9. He shall collect all amounts assessed for damages to school property by pupils, and shall promptly pay the amounts collected to the Secretary-Treasurer of the Board.

10. He shall give careful attention to the proper ventilation and temperature of each room in the school-house, and to the cleanliness of the premises and to the personal cleanliness of the pupils.

11. He shall notify the Superintendent of Buildings promptly in all cases of difficulty in raising the temperature to the degree required by the Board.

12. He shall dismiss any class if the temperature of the room cannot be raised to 60 degrees Fahrenheit before 10 a.m. Whenever the temperature is below 50 degrees Fahrenheit the pupils should be exercised and not allowed to remain seated at their desks.

13. He shall prescribe such rules for the use of the yard and outbuildings as will ensure their being kept in a wholesome condition, and he will be held responsible for the faithful observance of these regulations; and in order to enable him to do so satisfactorily the caretaker will be placed under his control, subject, of course, to the higher authority of the Board and the Superintendent of Buildings.

14. He shall see that the regulations in regard to the opening and closing ~~exercises~~ of the day are observed, and that the Ten Commandments are

taught and repeated by all pupils not exempt, once a week, and the Lord's Prayer every day.

15. The school hours shall be:—

From 9 o'clock a.m. to 10.45 a.m., and from 11 a.m. to 12 noon.

From 1.30 o'clock p.m. to 2.30 p.m. and from 2.45 to 3.45 p.m.

But pupils in first and second book classes whose work and conduct during the day have been satisfactory to their teacher may be released at 3.30 p.m. Pupils who require individual instruction shall receive the same between 3.30 and 4 p.m.

Pupils in manual training, or domestic science classes must conform to such hours as may be prescribed by the time-table.

16. He shall see that a school bell is rung or gong sounded at such time in the morning or afternoon as will ensure that pupils are seated in their respective class-rooms and ready for opening exercises or instruction at 9 a.m. and 1.30 p.m. He shall see that all pupils who enter their class-rooms after these hours are marked late. He shall see that at the close of the forenoon and afternoon sessions no signal of any kind is given to interrupt lessons before 12 o'clock noon and 3.30 or 3.45 p.m. Kindergarten classes are to be dismissed immediately before 12 o'clock.

17. He shall promptly notify the Senior Inspector if any teacher is absent at 8.55 a.m. or 1.30 p.m. unless a substitute sent by the Inspector has reported for duty.

18. He shall make such arrangements as will secure the attendance of one teacher in each playground or play-room during the intermissions of study, to keep strict watch upon the pupils and see that their conduct and language are becoming. At least one teacher must remain to take charge of the school premises during the mid-day recess.

19. He shall keep necessary correspondence and reports on file and shall promptly notify the members

of his staff concerning any official communication in which they are interested.

20. He shall allow no use to be made of the school building or premises, except as authorized by the Board.

21. He shall see that no agent, canvasser, or solicitor is at any time permitted to enter the school or remain on school premises to canvass or interview pupils, caretakers, teachers or other employees of the Board.

22. He shall see that no pupils are photographed during school hours, or at any time on school premises without the permission of the Senior Inspector.

23. He shall see that no text books are used, or studies pursued in the schools, except those authorized by the Education Department or the Board.

24. He shall see that during severe or inclement weather pupils are admitted to a comfortable room in the school building at 8.30 a.m. and 1.15 p.m. He shall see that at all times pupils have access to the lavatories between 8.30 a.m. and 5 p.m.

25. The Principal alone shall have power to suspend pupils, but whenever he finds it necessary to suspend a pupil under the authority of any of these regulations, he shall at once report the suspension and its cause to the Senior Inspector.

26. He shall approve of all music and selections to be given upon closing days, or other public occasions.

27. He shall call his teachers together whenever he may think it necessary after 4 p.m. to consider matters relating to the teaching, management and discipline of the school.

28. He shall cause a fire drill to be held at least twice a month, at irregular intervals. There should be a special signal which should be used only for fire drill. Teachers should dismiss pupils at once and always in the same way and order, on hearing the signal. The pupils should not wait to put on their wraps. They should be trained to walk quickly, to

keep in line and to avoid crowding. Teachers and senior pupils should be stationed at the foot of the stairways and in other important positions to raise any who may fall. The senior pupils selected for this duty should be specially trained to reach their appointed positions with the utmost promptness. It is advisable occasionally to confine the pupils to a single means of exit so as to be prepared for the emergency of the other being cut off by fire. Principals should sometimes halt the pupils in the midst of a fire drill, to train them to stop instantaneously in case of emergency.

The following shall be the code for signals for fire drill:

- (1) Continuous ringing in rapid time—Pupils take places and march out.
- (2) One stroke—Halt.
- (3) Two strokes—Forward.
- (4) Three strokes—Return.

That fire drill shall be practised once a week in all the schools during the winter at 12 o'clock noon when the children have their outdoor clothing on.

#### DUTIES OF TEACHERS.

1. Teachers shall be in the schools at all seasons of the year sufficiently early to have their rooms duly prepared for the pupils before the hour appointed for beginning the exercises, viz:—Fifteen minutes before nine o'clock in the morning, and twenty minutes past one o'clock in the afternoon. They shall not leave school before 4 p.m. except by permission of the Principal of the school. Each teacher shall endeavour to prevent the temperature of his (or her) room from exceeding 68 degrees Fahrenheit. Teachers shall record the teperature of their respective rooms as indicated by a thermometer, on the forms provided by the Board.

2. No teacher shall be absent from the school in which he (or she) may be employed without per-

mission from the Senior Inspector, except in case of sickness, in which case the absence of such teacher shall be immediately reported to the Senior Inspector; and no deduction from the salary of a teacher, within the limits prescribed by law, shall be made for absence on account of sickness, as certified by a medical man. If any teacher be absent from school except on account of sickness duly certified, there shall be deducted from his (or her) salary a sum of fifty cents per hundred dollars of said salary for each day of such absence, unless peculiar circumstances shall lead the Board to decide otherwise in special cases.

3. When teachers are obliged to absent themselves from their duties they shall report to the Senior Inspector the time when they expect to be able to return. Any teacher neglecting to do so, and thereby causing the attendance of an occasional teacher unnecessarily, shall pay the salary of the occasional teacher for one half day more than he (or she) may have actually taught. Teachers who are unable to report for duty on account of sickness or other unavoidable cause must notify the Senior Inspector at his residence before 8 a.m. Teachers who have been absent from duty should give the Senior Inspector at least 12 hours notice before returning to work.

4. Teachers shall enter the exact time of their arrival at school in a book kept for this purpose. At exactly 8.45 a.m. and 1.20 p.m. the Principal, or in case of his absence, the first assistant shall enter the letter "L" in the time book opposite the name of any teacher not marked present. All entries in the time book shall be made plainly with pen and ink.

5. Teachers shall attend any meeting or meetings called by the Senior Inspector for conference with the Inspectors on school work or to receive directions or instructions from Supervisors. Any teacher who may be absent from a meeting shall immediately thereafter report the cause of such absence to the Senior Inspector in writing, and these reports shall

be filed for the information of the Management Committee.

6. No collection shall be taken up or subscription solicited for any purpose, or notice of shows, exhibitions or lectures given in any public school, without the consent of the Board; nor shall the teachers act as agents for books, or sell stationery, etc., nor award without permission of the Board medals or other prizes of their own to the pupils under their charge.

7. No addresses shall be presented by the pupils to any teacher, or other school officer, and no uses other than those connected with the regular exercises of the schools, shall be made of the school-houses without the permission of the Board.

8. The teachers are required to take special care of their respective class rooms, and attend to the physical condition and comfort of the pupils under their care.

9. Individual canvassing or solicitation of trustees by teachers is forbidden. A teacher having a request or complaint to make shall send it in writing to the Secretary who will place it before the Board through the Committee most directly concerned in the matter.

10. No report shall be made up, late or absentee notices sent out or home exercises corrected by the teacher during the regular school hours.

11. No teacher, shall, while on duty on the school premises, occupy his time in private reading or study.

12. The daily exercises of each school shall accord with the general programme of studies adopted by the Board, and a time-table denoting them shall be permanently suspended in every class room.

13. The books used and the studies pursued in all the schools shall be such, and such only as may be authorized by the Board, or as, under special circumstances, may be temporarily sanctioned by the Senior Inspector.

14. Every teacher is required, both by precept and example, to instruct the pupils in good manners, and to pay strict attention to their morals, habits, and cleanliness of person and dress. It is expected that the lessons in Hygiene and those based on the Golden Rule Books will be so presented by the teacher that they will bear directly on the pupils' personal habits and conduct. It is assumed that every teacher will be a model of neatness in person and in dress and that the whole atmosphere and environment of the class-room and school will influence the pupils towards cleanliness, order and neatness. Teachers are to remember that talking about those things has little or no value unless care is taken to see that the child's daily life at school is in harmony with the instruction given him. Correct habits are formed only through doing the right thing in the right way. This applies to habits of speech quite as much as to other habits, and teachers are expected to take advantage of every opening to cultivate in their pupils easy, graceful and correct English.

15. Teachers are required to refrain from the discussion in the schools of political and ecclesiastical questions, and to remember that the public schools are intended for the children of all without regard to religion or politics.

16. Teachers are required to practice such discipline in the schools as would be exercised by a kind and judicious parent; and shall avoid corporal punishment in all cases where good order can be preserved by milder measures. The teacher will be held responsible for the due exercise of his (or her) discretionary powers.

17. Corporal punishment shall not be inflicted except in the presence of a witness, who will be either a teacher or an officer or employee of the Board. Before the punishment is administered the teacher shall enter in the school diary—The name of the pupil to be punished; the offence; the names and

evidence of all witnesses examined, the amount of punishment ordered to be inflicted; the name of the person who is to administer it; the name of the person which is to witness the punishment. After the punishment the teacher shall enter in the diary whether any change in the manner of administering or any increase or any diminution in the amount of the punishment was made during its infliction, and if there was he shall state what the change was, and the reason for making it. The whole shall then be signed by the witness. All such methods of punishment as pulling or boxing the ear, slapping with the hand, striking with a book or pointer, shaking a pupil or hitting him suddenly or without warning are **STRICTLY FORBIDDEN.**

18. Each teacher shall keep in a blank book, provided for that purpose, a daily record of lessons and home work set by said teacher. The record made by the teacher shall be full enough to show the nature and amount of the work covered in class or of the home work assigned. Such book shall at all times be open for inspection.

19. No pupil shall be detained in the school-room for more than five minutes during any part of the mid-day ~~recess~~. Pupils prevented from taking advantage of the general fifteen minutes intermission of studies shall be granted an intermission during the same half day. Except for some reason satisfactory to the teacher or during extremely bad weather no pupil is to be allowed to spend the ~~recess~~ in the class-room.

20. It shall be the duty of each teacher to register "late" any pupil who is not in his class-room at 9 a.m. or 1.30 p.m.

21. The class room doors shall not be shut against pupils who arrive late, nor shall such pupils be sent home for notes of explanation at the time the late-~~ness~~ occurs.

22. Pupils who bring their lunch to school shall be allowed to remain in their respective schools dur-

ing the noon recess, subject to such conditions as may be approved by the Principal.

23. If any pupil has been absent from his class for two days without satisfactory explanation, his teacher shall cause to be sent by mail or otherwise, a notice of his absence to his parents or guardians. If no satisfactory explanation is returned within three days after such notice has been issued a second notice shall be sent, and if within three days more no satisfactory explanation is returned in reply to this second notice, a third notice shall be sent. If no satisfactory explanation is received after the issue of the third notice, the Principal may suspend the pupil, and report his action to the Senior Inspector.

24. If any pupil is frequently late in his arrival at his class, his teacher shall send by mail or otherwise a notice of such tardiness to his parents or guardians.

25. It shall be the duty of every teacher to observe and enforce the Regulations established by the Trustees, a printed copy of which shall be placed in the teacher's desk in every class room; and so far as they refer to pupils they shall be read and explained by the teacher to his pupils at the beginning of each school term or oftener if necessary.

#### LEAVE OF APSENCE.

1. Any teacher who has been in the employ of the Board for five years consecutively may be granted six months' leave of absence to commence on the first day of January or July, but no leave of absence less than six months shall be granted hereunder.

2. Any teacher who has been in the employ of the Board for ten years may be granted six months' or one year's leave of absence, to commence on the first day of January or July.

3. On the expiration of the aforesaid leave of absence as provided in the two preceding sections, the teacher shall resume duty, retaining his or her former standing as regards salary, shall not be en-

titled to any increase of salary on account of the year, or half year, during which such absence occurs, nor to any salary during such absence. The period of such absence shall not be employed in teaching, except by permission of the Board. Any teacher applying for the aforesaid leave of absence must give at least two months' notice in writing to the Secretary.

4. Any teacher obtaining six months' leave of absence shall not resume duty during such period except by permission of the Board; but any teacher obtaining one year's leave of absence may return at the end of six months upon giving two months' notice in writing to the Secretary, and shall be entitled to receive salary when assigned to a class by the Board.

Any teacher obtaining such leave of absence may at the conclusion thereof be assigned to any school or class at the discretion of the Board.

#### SUPERVISORS.

1. The Supervisors of Domestic Science, Manual Training, Art and Writing, Physical Exercises, and Music, and any other Supervisors that may be appointed, shall conduct all classes in their respective departments under the direction of the Senior Inspector, and shall report to him as required, and no changes shall be made in any of their departments without his authority.

2. Supervisors shall give their whole time during school hours to the service of the Board. In the general discharge of their duties they shall conform to the directions of the Senior Inspector, but when visiting a school and in the immediate absence of the Senior Inspector, they shall conform to the directions of the Principal of that school.

3. At the close of the school year each supervisor shall report fully in writing to the Senior Inspector on his work for the preceding school year.

4. When a Supervisor visits a class he may teach the class and in that way show the regular teacher how he wishes to have the work done, or he may ask the regular teacher to take the class in order that he may observe how his instructions are being carried out

5. Each Supervisor shall register the exact time of his arrival at any school which he may visit.

### **SPECIAL DUTIES OF THE SUPERVISOR OF PHYSICAL TRAINING.**

1. He shall wear proper military uniform while on duty at the schools.

2. He shall take charge of the rifles and ammunition of the Cadet Corps and Trustees' Rifle Association, and shall keep the rifles clean and in order, and see that they are properly stored away after parades or other occasions on which they have been used.

3. He shall be responsible for the rifle shooting practice at the Rockcliffe Range by the older pupils of the schools, who shall be accompanied by such teacher or teachers as the School Management Committee may deem necessary. He shall not permit any boy to take part in such rifle practice without the written consent of his parent or guardian. All boys other than those actually shooting are to remain in rear of the rope at the firing point until called by him. Any boy breaking this rule, or guilty of any misconduct in going to or from the rifle range, to be deprived of the right of shooting that day, or if he has already shot, his score to be cancelled. No boy having taken up his position on the firing point to fire his score is to be permitted to retire without the permission of the Supervisor, and in the matter of ammunition, the class of ammunition to be used by each boy is to be at his discretion.

4. Pupils going to or from the rifle range shall be under the sole control of the teacher in charge until the pupils arrive at the rifle range, when the

Supervisor shall assume and retain charge until the boys are ready to leave the range.

5. All rifle practice is to be carried on in accordance with the regulations issued from time to time by the Department of Militia.

#### DUTIES OF SCHOOL NURSES.

1. When visiting a school the nurse shall sign the attendance register the same as regular teachers. Her hours of work shall be as nearly as possible the same as those of regular teachers, except when home visiting may make regular hours impossible.

2. While visiting a school the nurse shall be subject to the authority of the Principal, but no work may be assigned to her which is not clearly a part of her professional duties.

3. The school nurse shall make visits to pupils' homes to confer with parents at such hours as may be arranged by her and approved by the Principal. The nurse shall keep a written record of these visits and shall keep the Principal and teachers fully informed regarding them.

4. When visiting a school the nurse shall observe the following order of work:—

- (a) A careful examination of such pupils sent to her by teachers as show signs of some physical defect, ailment, disease, or wound.
- (b) A systematic examination, including the making of the necessary written records, of pupils, by grades not less than three times a year. This examination shall include a close observation of throat, teeth, hair, eyelids, hands, ears, and cervical glands.
- (c) Conferring with teachers or parents, and a systematic following up of those cases which a previous examination has shown to require attention.

5. Written notice shall be sent to the parent or guardian by the Principal when the physical condition of the child seems to require attention.

6. The school nurse may bandage wounds and apply antiseptic dressings to cuts, burns, and bruises, but must not give nor prescribe medicines.

7. When a school nurse discovers conditions which indicate mumps, measles, whooping-cough, scarlet fever, diphtheria, chicken pox, small pox, or any other contagious disease, the child should be immediately isolated, and the Principal shall notify the M. O. H. The nurse shall at once make a general inspection of the pupils in the school.

8. The Principal, teachers and nurses are to encourage parents to come to the school to confer with the nurse as to the health of the children.

9. When the school nurse discovers children with dirty heads (pediculosis) or some such common skin diseases as itch or ringworm, the Principal shall immediately send the children home and they may not be re-admitted until their heads are clean or the disease cured.

10. Under no circumstances shall a nurse use a tongue depressor a second time.

11. In case of an outbreak of some contagious disease the Senior Inspector may cancel the nurses' programmes, and ask them to make a special examination of the pupils in any school or schools.

12. The Principal shall arrange for conferences between nurses and teachers to discuss school hygiene and special cases of pupils who require medical or surgical attention. When requested to do so by the Senior Inspector, nurses will be required to give talks to the pupils on any matter bearing on personal hygiene.

13. The time table for each school nurse shall be arranged by the Senior Inspector.

14. Each school nurse shall report to the Senior Inspector at the end of every school month on a form prescribed by the Board.

## DUTIES OF CARETAKERS.

It shall be the duty of every caretaker:—

1. To have the general supervision of, and to be responsible for, the protection and preservation of the school property committed to his charge, and to be responsible also for all acts, or omissions, of his assistants.

2. To devote his entire time to the care of the buildings in his charge. To take every possible precaution for the protection and preservation of the buildings and school property. To prevent any unauthorized person meddling with any part of the buildings or premises, or removing any portable articles. To allow no person to carry away any material except by permit from the Superintendent of Buildings, or the school Principal. To allow no idle persons to loiter about the buildings, whether they are friends, relatives, or others. To allow no strangers on the premises, or in the buildings, unless they have an order from the office of the Superintendent of Buildings, or from the school Principal. To use extraordinary precautions against fire and to allow no smoking on or about the premises. To see daily that the fire escapes are clear and in good order and that the equipment for extinguishing fire is in constant readiness for use.

3. Subject to weather conditions, to be in attendance at the school building between the hours of 7 a.m. and 6 p.m., and at night until the close of night school or other evening meetings, for which extra remuneration will be provided. Any janitor desiring to leave his school for any reason shall first apply for leave to do so to the Building Superintendent, provided that on regular pay days he will be allowed sufficient time to secure his pay at the Treasurer's office, but he must return to his building as soon as possible. In schools where more than one janitor is employed, one of these must be at the school

building in constant attendance during the hours stated.

4. To turn off the water, gas and electric current from all supply mains before leaving the building each day and to see that all plumbing fixtures are drained during freezing weather. To see that electric lights are not used, except where and when necessary. In any case where electricity is used for power purposes to be especially careful to use the same as economically as possible.

5. To remove all snow from sidewalks and to have pathways made in the school yard before the hour of 8 a.m. on school days, to sprinkle sand upon walks whenever they are in a slippery condition and to keep on hand at all times a supply of sand for this purpose. To keep roofs and gutters free from snow and ice after every snow storm and to remove all icicles from the eaves of the buildings.

6. Except in case of storm and subject always to weather conditions, to ventilate thoroughly ~~every~~ class-room between the hours of 7 and 8 a.m., and again at the close of each school day, by opening windows and doors. This rule applies only to buildings not provided with mechanical ventilation. It is understood, however, that windows may be opened by teachers at recess time and during lessons in physical exercise in all buildings, weather permitting.

7. To have the temperature of every room occupied for school purposes at 65 degrees F. at 8.30 a.m. on each school day, and to maintain the temperature between 67 and 68 degrees F. throughout the day until school is dismissed. The heating plant must be started as early as is necessary to ensure these conditions. To take the sheet containing the temperature record at the hours indicated thereon to each teacher in the school, who will enter on it the temperature indicated by the thermometer in the room. To send promptly on the first day of each month to the Superintendent of Buildings the temperature record of his school for the preceding month. Records

are to be taken during the months of November, December, January, February and March.

8. In extremely cold weather to maintain a moderate temperature during the night, and to take unusual precautions to do so by remaining at the building during the night if necessary, or until satisfied that no damage to steam pipes or plumbing by freezing or otherwise will occur. Janitors will be held responsible for any such damage. To take similar precautions on holidays and other days when the school is not occupied.

9. When steam heating apparatus is in use, to keep it clean and in good order. To blow the boilers clean as often as once each month and to clean the tubes and sections once in each week. To try the safety valves each day and to look after and keep all other valves properly packed. To keep the tops of all smoke, steam and water pipes clear of dust. To keep neatly painted with black varnish the fronts of boilers and furnaces. To keep all ash pits free from accumulation of ashes and cinders and to take every care of the grates in order that they may not be ruined by neglect to keep the pits free and by failure to turn and leave revolving grates flat side up.

10. To have the ventilating apparatus in full and complete operation by 8.50 a.m. each school day, and to run the same to its full capacity during school sessions, unless otherwise directed by the Superintendent of Buildings.

11. Pupils may be admitted to the play rooms and shall be admitted to the lavatories at any time from 8.30 a.m. to 5 p.m. Janitors are to see that all exits are left unfastened on the inside and remain unfastened from 8.30 a.m. to 5 p.m.

12. To see that the British National Flag is displayed on the building or grounds under his charge at such times and hours as may be designated by the Principal of the School.

13. To report by telephone immediately to the office of the Superintendent of Buildings, and to con-

firm the same in writing, any case of damage to buildings, property, or equipment from whatever cause, and any conditions prejudicially affecting the health, safety or welfare of pupils or employees. To report to the Principal all cases of the cutting or marring of Pupils' desks, the breaking of ink wells, covers, writing on walls, cutting fences, destroying trees, etc., or other malicious or destructive act on the part of the pupils.

14. To examine in all cases work done on the premises in his charge, and to report immediately to the Superintendent of Buildings any observation of defective materials, or failure to comply with the specifications. To keep a record of the materials used and the times during which mechanics are working on the premises, and to mail the same to the Superintendent of Buildings when work is completed.

15. To keep the inventory book as provided by the Board, which shall give a correct list of all moveable articles of furniture, fittings, etc., and all operating supplies on hand in the school building. To see that all the deliveries and removals be immediately entered in said book which is to be kept neat and clean, and copy sheets are to be submitted to the Superintendent of Buildings by the 24th day of December in each school year.

16. At the end of each school term to receive from the Principal all supplies then on hand, and also all keys, and to give a receipt therefor, and to be responsible for the safe keeping and delivery of all such to the Principal at the opening of the next school term.

17. To notify the Principal of his school, the Superintendent of Buildings, and the office of the Secretary of the Board in writing immediately of any change in his residence.

18. Not to be absent from duty without permission of the Superintendent of Buildings, and if absent on account of sickness or because of some emergency beyond his control, to immediately notify the Superintendent of Buildings.

19. If absent from duty to employ and pay a responsible person, who shall be satisfactory to the Superintendent of Buildings, to perform his duties during the time of his absence; or, failing so to do, the Superintendent of Buildings shall designate a suitable person for the purpose, in which case a deduction shall be made from the salary of the absentee to cover cost of substitute, who shall also be allowed such additional assistance as may be necessary, at the expense of the absentee janitor; provided, however, that no janitor shall forfeit a sum greater than his regular salary during the time of his absence.

20. In case of death in the immediate family of any janitor, the Board may, at its discretion, grant him leave of absence for not more than four days without deduction in salary.

21. To be allowed a vacation of two weeks during the Summer, the time thereof to be approved by the Superintendent of Buildings.

22. To conform to and to be governed by all such further or other rules and regulations as may be prescribed from time to time by the Superintendent of Buildings, under the authority of the Board.

23. During the school session yield a ready obedience to the requests and directions of the Principal of the school.

24. The duties and responsibilities of janitors are not limited to those hereinbefore specified, except in so far as the rules expressly limit work of a certain kind, but are in general to tender faithful and efficient service at all times, to be courteous and obliging, and to keep the buildings and grounds under their charge neat and clean in every respect, the rooms properly warmed, and those occupied by pupils well ventilated, to be ready at all times to respond to any call for their attendance at the buildings and to execute with promptness and intelligence the orders of the Principal, the Board, and the Superintendent of Buildings.

## REGULATIONS RELATING TO PUPILS.

### Admission of Pupils

1. Applications for admissions to any public school should be made to the Principal thereof, before nine a.m. or between 3.45 p.m. and 4 p.m.
2. Any parent or guardian claiming the right to send children to school without payment of fees, may be requested to present a certificate from the City Assessment Commissioner, declaring that the said parent or guardian is a supporter of the Ottawa Public Schools.
3. Pupils who have been attending a public school in the City are not to be admitted to another public school except on a certificate either from the Inspector or from the Principal of the school formerly attended.
4. No child shall be admitted under five years years of age, except to the Kindergarten Classes.

### Duties of Pupils

5. Pupils must come to school clean and neat in their person and in their clothes, and if any neglect this regulation the Principal should at once send them home to receive proper attention. Chewing and spitting in the school rooms are strictly prohibited. Pupils must avoid idleness, profanity or other improper language, falsehood and deceit, quarreling and fighting, cruelty to dumb animals; they must be kind and courteous to each other, obedient to their instructors, and diligent in their studies and must conform to the rules of their school.

6. Every day the schools are open, the pupils shall assemble in their respective play-grounds not later than five minutes before nine a.m. and twenty-five minutes past one p.m. At 9 a.m. and half past one p.m. the doors of the class-rooms shall be closed and the roll called.

7. Every pupil not in his class-room at nine a.m. shall be registered late. Tardiness on the part of pupils shall subject the delinquents to such penalty as in the opinion of the Principal the nature of the case may require.

8. No pupil shall be allowed to depart before the hour appointed for closing the school, except in case of sickness or some pressing emergency, and then the consent of the Principal must first be obtained.

9. A pupil absenting himself from school except on account of sickness or other reason satisfactory to the Principal, may forfeit his standing in his class, and his right to attend the school for the remainder of the quarter.

10. Pupils once admitted to school, and duly registered shall attend at the commencement of each term, and continue in punctual attendance until its close, or till he is regularly withdrawn by notice to his teacher to that effect; and no pupil violating this rule shall be entitled to continue in such school or be admitted into any other until such violation is certified by his parent or guardian, to have been necessary and unavoidable, which shall be done personally or in writing.

11. No pupil shall be allowed to be absent from school for the purpose of taking lessons elsewhere.

12. Pupils shall attend any particular school which may be designated for them by the Inspector, under the authority of the School Management Committee.

13. Pupils who are transferred from one school to another must take with them a statement of their attendance for the current school year at the school which they are leaving.

14. Pupils shall be responsible to the Principal for any misconduct on the school premises, or in going to or returning from school, except when accompanied by their parents or guardians or by some person appointed by them. Pupils who conduct

themselves improperly on their way to or from school, shall be liable to punishment by the Principal, according to the nature of the offense.

15. Any pupil who brings lucifer matches or fireworks to school shall be immediately suspended from attendance at school.

16. Pupils may be suspended for any of the following reasons:-

- (1) Truancy persisted in.
- (2) Violent opposition to authority.
- (3) Repetition of any offense after notice.
- (4) Habitual and determined neglect of duty.
- (5) The use of profane, obscene, or other improper language.
- (6) General bad conduct and bad example to the injury of the school.
- (7) Writing any obscene or improper words on the fences, out-buildings, or any part of the school premises.
- (8) Absence, if continued after three notifications have been sent to the parent or guardian, unless a satisfactory explanation has been returned to the Principal.
- (9) Lateness, if repeated after three notifications have been sent to the parent or guardian.
- (10) Leaving school without permission.

17. Any pupil who shall be adjudged so refractory by the Public School Board that his presence in school is deemed injurious to the other pupils, may be dismissed from school. No pupil who has been expelled from any school shall be admitted to any public school except on the authority of the Board.

18. Any property of the school that may be injured or destroyed by pupils, must be made good forthwith by the parent or guardian, under penalty of the suspension of the delinquent pupil.

19. Pupils shall not be kept in later than 4.30 o'clock in the afternoon.

20. Pupils coming from homes where scarlet fever, mumps, whooping cough, diphtheria, small pox or other contagious or infectious disease exists, or has recently existed, shall not be permitted to enter school till a medical certificate has been produced, stating that in entering there is no danger to others from contagion.

21. Pupils coming from homes where typhoid fever exists, shall be permitted to attend school only on the production of a medical certificate to the effect that proper sanitary measures have been taken, and continue to be taken, and that there is no danger to others from contagion.

22. In addition to daily inspection of the hands, faces, boots, and clothing, teachers shall make a more careful examination of the pupils once a week, to find out whether there are any eruptions on the hands, wrists, necks, faces, or heads of the pupils.

23. The Principal shall at once send home pupils who have contagious skin diseases; and, in cases of a doubtful character, they should send them home for a few days until the nature of the eruption becomes clearly manifest. When a pupil is sent home on account of a contagious skin disease, he shall not be re-admitted without a medical certificate, stating that there is no danger of contagion.

24. Teachers of First Book classes may award honour cards to those pupils whose attendance, conduct, and work have been satisfactory for that week.

25. Pupils suspended may be re-admitted by the Principal. Suspended pupils shall be re-admitted only on the personal application of the parent or guardian to the Principal.

#### Certificates to Pupils.

26. Certificates of honour or medals shall be awarded at the closing of the schools in June to pupils who have not been once absent or late during

the preceding school year, and whose conduct and diligence have been uniformly satisfactory; but pupils whose absence has been occasioned by personal sickness of not more than six weeks duration, certified in writing by their parents or guardians, or whose absence has been occasioned by some contagious disease in their homes, shall not by reason thereof forfeit their certificates.

27. Bronze medals shall be awarded to pupils who shall have received four such honour certificates.

28. Silver medals shall be awarded to pupils who shall have received eight such honour certificates, or who have passed from the Senior Fourth Book class in less than eight years, provided they have taken their whole school course in Ottawa Public Schools and have received honour certificates during each year of their course.

29. Each pupil will be allowed during each year to attend one picnic of the Sunday school to which he may belong, and to assist for two days at moving, without forfeiting his claim to a certificate on account of his absence occasioned thereby.

30. No pupil will lose his certificate through absence three days on account of the death of a member of the family.

31. No child shall lose his honour certificate on account of absence from school on religious holidays recognized by the church to which said child's parents belong.